

**ROGERS LAKE  
LAND USE ADVISORY COMMITTEE  
POLICIES AND PROCEDURES  
MARCH 12, 1998**

**PREAMBLE:**

The Rogers Lake Land Use Advisory Committee, hereinafter referred to as the Committee, shall be governed by the provisions of all applicable statutes, local laws, ordinances, resolutions and particularly the Rogers Lake Neighborhood Plan.

**JURISDICTION:**

The Committee shall have advisory jurisdiction over all those lands within the boundaries of the Neighborhood Plan.

**MEMBERSHIP:**

The Committee shall consist of five voting members. A professional planner from the Flathead Regional Development Office (FRDO) shall serve as an ex-officio, non-voting member.

**QUALIFICATIONS:**

The membership shall include a representative from each of the following areas: the corporate timber owners, the Department of Natural Resources and Conservation, State lease holders, private lake front owners and private off-lake owners.

**TERMS AND APPOINTMENTS:**

The DNRC representative shall be appointed from within the Kalispell DNRC Office as a permanent appointee serving at the pleasure of the DNRC. The four remaining representatives shall be appointed by the Flathead County Commissioners for four year terms. With the initial formation of the committee, two members shall be appointed to two year terms and two members shall be appointed to the standard four year term. Thus the term of only two members of the Committee shall expire at any given time.

Terms shall run with the calendar year beginning January 1<sup>st</sup> and expiring December 31<sup>st</sup>.

Members may be re-appointed to successive terms. Service on the Committee shall be voluntary. There shall be no financial remuneration for services.

**RESIGNATION OR TERMINATION:**

Any Committee member who misses three consecutive meetings, or a total of five meetings in a calendar year, shall be dismissed and replaced.

Vacancies occurring on the Committee shall be filled within 30 days. Replacements will be chosen from within the category of owners/lease holders which the member vacating his/her position represented, and appointees will serve for the remainder of the original term.

### **OFFICERS:**

1. Chairman/Secretary:

The chairman shall be elected from within the Committee by the Committee members for a two year term. The chairman will preside over all meetings, call special meetings from time to time as needed, direct the work of the Committee and serve as a voting member.

2. Vice Chairman/Secretary:

A vice chairman shall be elected annually from within the Committee by the Committee members for a two year term. The vice chairman shall act as chairman in the chairman's absence and serve as a voting member.

### **MEETINGS:**

All meetings shall operate under Robert's Rules of Order and shall be open to the public.

A quorum shall consist of a simple majority.

The Committee shall meet as business dictates at a time and place determined by the Committee. Community meetings will be scheduled at the Kila Grade School when feasible.

Special meetings may be called by the chairman at any time provided that the Committee members and the public receive at least 48 hours notice. Public notice will be provided at the Kila Post Office and a public service announcement will be made to the local newspaper.

### **DUTIES:**

1. Review and give recommendations on all Rogers Lake Neighborhood applications pending before the Flathead Regional Development Office.
2. Solicit input from the community at large, as well as adjoining landowners, as scales of projects warrant.
3. Forward written recommendations to the FRDO in a timely fashion on all reviewed projects as well as other projects affecting the neighborhood.
4. Review and, from time to time, offer amendments to the Rogers Lake Neighborhood Plan and any associated regulations, to keep them current, to improve efficiency, and to address problems.
5. Process and forward reported violations of the plan and associated regulations to the proper authorities.

6. Communicate regularly with the citizens of the Rogers Lake Neighborhood through printed media, neighborhood meetings, and any other means deemed necessary or desirable in order to obtain the opinions, comments, and suggestions regarding issues which are of concern to the Rogers Lake Neighborhood.

## **PROCEDURES:**

### MAJOR APPLICATIONS:

Activities of such a scale that they require a public hearing before a public Board such as the Flathead County Planning Board, Flathead County Board of Adjustment or Flathead County Commissioners. Typical activities would include major subdivisions, amendments to the Rogers Lake Neighborhood Plan or Development Code, major lakeshore variances, etc.

1. Immediately upon receiving an application at the FRDO, a copy of the application and all pertinent information shall be forwarded to each of the Committee members. The packet shall note the time frame for the Committee's response and provide a list of the names and addresses of the adjoining property owners.
2. The FRDO shall notify all adjoining property owners within 150 feet or as local regulations require and shall note in the notice the time and place of the next Advisory Committee meeting. In addition, FRDO shall reference the Committee meeting in the legal notice placed in the official County newspaper and public service announcements will be sent to local media.
3. In addition to the notices sent out by FRDO, the Committee may place written notice at convenient places throughout the region or within the immediate vicinity of the property in question as deemed appropriate or necessary by the Committee.
4. The Committee members should review the property in question.
5. The Committee should hold a neighborhood meeting to air issues and receive input.
6. Based on the Committee site review and input received at the neighborhood meeting, the Committee shall forward a recommendation to the FRDO.
7. The recommendation shall be forwarded in writing within the time frame established by FRDO.

### MINOR APPLICATIONS:

Minor applications include those that ultimately require Governing Board approval but do not necessitate a public hearing. Such activities would typically include minor subdivisions and minor variance requests under the Lakeshore Protection Program but would not include routine administrative permits such as lakeshore construction permits, septic permits, etc.

1. Immediately upon receiving an application at the FRDO, a copy of the application and all pertinent information shall be forwarded to each of the Committee members.

The packet shall note the time frame for the Committee's response and provide a list of the names and addresses of the adjoining property owners.

2. The Committee members should review the property in question.
3. If the scale of the project warrants, the Committee may solicit comments from adjoining property owners and/or hold a neighborhood meeting to air issues and receive input.
4. The Committee shall then either meet as a whole, or poll members on the phone, for the purpose of forwarding a recommendation to the FRDO within the time frame established by the FRDO.

**AMENDMENTS:**

These bylaws may be amended at any time by a simple majority vote of the whole Committee and concurrent approval of the Flathead County Commissioners.

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Chairman, Flathead County Commissioners

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Date

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